

CLASS TITLE: INFORMATION PROCESSING OFFICER

Class Code: 02705900

Pay Grade: 42A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the overall planning, coordination, supervision and evaluation of a staff engaged in the operation and maintenance of a statewide computer center and data processing system; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Associate Director of Administration/Central Services from whom statements of policy are received; consults with the superior on important interpretations of rules, regulations and law and on major revisions of the state's financial program and system.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To administer the powers and duties of the Associate Director of Administration/Central Services relating to the operation and maintenance of the computer center and data processing system.

To be responsible for the overall planning, coordination, supervision and evaluation of a staff engaged in the operation and maintenance of a statewide computer center and data processing system; to be responsible for the development of a records management system, and for providing printing, duplicating and mail services for state agencies.

To develop plans for statewide informational systems, projecting anticipated costs and making recommendations thereon.

To coordinate the procurement of information oriented contractual services, secure automated informational processing equipment, and establish statewide information handling and security standards.

To be responsible for developing a statewide database, establishing criteria and a request system, and to approve or reject proposals for modifications or additions to the statewide data base package.

To evaluate the effectiveness and efficiency of the aforementioned operations or related services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in operating a statewide computer center and data processing system; the ability to evaluate the effectiveness and efficiency of the operation of the foregoing or related services; the ability to prepare and submit reports, studies and analyses relating to such services for use of a superior or for officials of the various departments and agencies; the ability to establish effective working relationships with other agencies, departments, and with private vendors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public or Business Administration, Statistics, Mathematics, or Industrial Engineering, supplemented by completion of formal training course in automated data processing; and

Experience: Such as may have been gained through: employment in a responsible administrative position involving the utilization of automated data processing in the field of systems analyses, management, methods and procedures analysis, or computer programming.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 31, 1986

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